

From: [Coltrain, Katrina](#)
To: [Patrick, Dwayne](#); [Little, Bill](#)
Subject: Wilcox Open House
Date: Wednesday, May 06, 2015 8:47:47 AM

All, I have a change in my travel dates. I will be leaving for the site on Sunday evening.

Bill, I will need to get the posters and materials from you on Thursday (5-14 and 5-15) and Friday of next week.

Dwayne, I will need to get the computer from you on Friday, 5-15, and return it on Thursday 5-21.

Please let me know if this will not work.

thanks

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section
1445 Ross Avenue
Dallas, Texas 75202
214-665-8143

From: Coltrain, Katrina
Sent: Tuesday, May 05, 2015 12:27 PM
To: Patrick, Dwayne
Subject: Computer reservation

Dwayne, I need to reserve a computer for May 18 through May 21. I will be using the computer during an open house to display an ongoing slide show so I am requesting that the 'sleep' function either be adjusted to the longest setting or be disabled. Also, if there is a way to long on without the card that would be best as well since I will have another computer doing almost the same thing.

thanks

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section
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Dallas, Texas 75202
214-665-8143